

Position Title: Deputy Executive Director

Department: CA HEALTH FACILITIES FINANCING AUTHORITY

Final Filing Date: Wednesday, September 16, 2009

Bulletin ID: 08312009_2

The Above-Named Examination Bulletin is Amended as Follows:

Career Executive Assignment, Level 2 Deputy Executive Director, CHFFA

Salary Range \$ 7815 - \$8616



CA HEALTH FACILITIES FINANCING AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CA HEALTH FACILITIES FINANCING AUTHORITY	RELEASE DATE:	Tuesday, September 1, 2009
POSITION TITLE:	Deputy Executive Director	FINAL FILING DATE:	Wednesday, September 16, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 2,616.00 / Month	BULLETIN ID:	08312009_2

POSITION DESCRIPTION

Under the broad administrative direction of the State Treasurer as Chairman of the Financing Authorities and the Executive Director of California Health Facilities Financing Authority (CHFFA) and the Executive Director of California Educational Financing Authority (CEFA) provides policy, program and technical direction when issuing tax exempt bonds. In the absence of the Executive Director of CHFFA/CEFA, respectively, functions as the Acting Executive Director making policy determinations in concert with the Chairman, participates in the Executive Staff sessions, and advises the Chairman on all programs within the jurisdiction of both Authorities. On an on-going basis, is responsible for the initial credit analysis of all CHFFA and CEFA issued health and educational revenue bonds, advising the Authority members whether the purchasers of the bonds and the credit rating of the State are protected; continuing with the operation of various alternative programs to finance loans to small and rural hospitals and other eligible health facilities; establishing policy for the development and implementation of pilot programs for alternative financing of educational facilities; establishing policy for the development and implementation of initial and supplemental student loan programs available to students in the state; and developing and revising all state policy relating to the programs of the Authorities. Provides daily management of the Authorities staff personnel in preparing all documents associated with the initial issuance and continual maintenance of tax-exempt bond financing, including setting policy and solving unique and complex financial problems.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Posses a complete understanding of the specific goals, functions, and operations of the CA Health Facilities Financing Authority and the CA Educational Facilities Authority. • Be well versed in all aspects of revenue bond financing, including a working knowledge of the roles and responsibilities of issuers, bond counsel, underwriters, trustees and other major parties.
- Have a detailed knowledge of the municipal securities market to effectively participate in the pricing and sale of bonds issued through the Authorities.
- Understand audited and interim financial statements relating to health care facilities and private colleges and be able to suggest and discuss operational changes which may be necessary to meet financial covenants in the loan agreements of participating projects.
- Understand and evaluate feasibility studies prepared for health institutions and private colleges on expansion, renovation, acquisition and refinancing projects and for implementation of pilot programs for alternative financing of educational facilities.
- Recognize and be knowledgeable in Federal and State regulations on tax-exempt bond financing and new or proposed legislation regarding changes to issuing and reporting requirements on municipal debt.
- Be knowledgeable in the state legislative process and have the ability to meet with legislators and their staff on issues critical to the health care industry and student loan programs, testify before committee hearings and prepare written correspondence on bill analyses, inquiries and other issues.
- Ability to effectively execute the duties of the position in a highly sensitive, critical and often ambiguous environment.
- Possess knowledge of principles of administration and effective supervision.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Director**, with the **CA HEALTH FACILITIES FINANCING AUTHORITY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application screening process conducted by a departmental

evaluation committee of the candidates Statement of Qualifications. The committee will screen applications on the basis of background and good management potential as well as on the desirable qualifications. Those individuals considered most qualified for the position may be interviewed.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CA HEALTH FACILITIES FINANCING AUTHORITY, State Treasurer's Office-Personnel
915 Capitol Mall, Suite 538, Sacramento, CA 95814
Kimberly Dean | 916-653-3344 | kdean@treasurer.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CA HEALTH FACILITIES FINANCING AUTHORITY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>